



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 27.22

Subject: Preservation of Physical Evidence

Supersedes: DCS 27.22, 07/01/98

Local Policy: No

Local Procedures: Yes

Training Required: No

Applicable Practice Model Standard(s): No

Approved by:

Effective date: 07/01/98

Revision date: 04/01/05

Application

To All Department Of Children's Services Youth Development Center and DCS Group Home Employees

Authority: TCA 37-5-106

Policy

Accountability of physical evidence collected in connection with a criminal incident and/or regulation violation occurring at a Youth Development Center or DCS Group Home shall be established to preserve the integrity of the investigation or legal process.

Procedures

A. Written local procedures

1. The YDC Superintendent or DCS Group Home Supervisor must ensure that local procedures are written to provide for the preservation, control and disposition of all physical evidence obtained in connection with a violation of a law and/or facility regulation.
2. The procedures must be reviewed annually and documented and must address at a minimum:
 - ♦ Chain of custody
 - ♦ Evidence handling
 - ♦ Location and storage requirements

Forms

None

Collateral Documents

None

Standards

ACA 3-JTS-3A-32

ACA 3-JCRF-3A-14

DCS Practice Model Standard – 8-306

Glossary

<i>Term</i>	<i>Definition</i>
<i>Chain of Custody:</i>	Refers to the proper handling and tracking by obtaining proper signatures of confiscated property that may be used as evidence.